



COUNTY OF SAN DIEGO

**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RETIREMENT SERVICES MANAGER

Class No. 007564

■ CLASSIFICATION PURPOSE

To provide administrative and accounting support services to the San Diego County Employees Retirement Association (SDCERA), which includes employee payroll, personnel, purchasing, facilities management, accounting, and communications; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a professional class allocated only to SDCERA's Administrative Services and Accounting Divisions. Under general direction of the Retirement Chief Operating Officer, a Retirement Services Manager acts as the principal coordinator of the day-to-day activities that are administrative in nature and ensures fiscal integrity of the accounting systems for SDCERA. Incumbents provide the expertise necessary to identify, evaluate and resolve organizational and administrative problems including recommending changes in policies and procedures; develop methods for implementation to ensure the needs of the Association and employees are met; and handle confidential retirement personnel, accounting and/or employment transactions.

■ FUNCTIONS

**The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Administrative Services Option

Essential Functions:

1. Hires, trains, and/or terminates employees, manages workers' compensation benefits, and employee benefits within SDCERA.
2. Administers employee payroll services.
3. Assists in the development of guidelines and procedures for employees.
4. Develops procedures and methods to implement policy decisions.
5. Meets with Retirement Chief Operating Officer and division heads to clarify issues and resolve problems.
6. Identifies administrative problems and recommends solutions.
7. Prepares the annual budget for Administration and the Board of Retirement based on analysis of current and projected expenditures.
8. Assists in the development of communication materials for SDCERA.
9. Oversees facilities management functions.
10. Serves as liaison between building tenants and property manager.
11. Oversees purchasing functions to ensure the purchasing of materials and equipment meet the needs of the Association and are within established budgets.
12. Assigns projects and evaluates subordinates' performance.
13. Composes memos, letters, reports, manuals, and other documents.
14. Conducts studies and special projects.

15. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

#### Accounting Services Option

1. Supervises benefit and investment accounting staff.
2. Ensures the fiscal integrity of the accounting systems for the Retirement Association.
3. Establishes and priorities team assignments.
4. Develops, documents and implements policies and procedures to record financial activity.
5. Coordinates with outside auditing firm conducting annual audit of SDCERA's Financial Statements.
6. Coordinates with Custodian Bank for Investment Management reporting issues.
7. Directs monthly reporting process and prepares Financial Statement package for the Chief Operating Officer signature.
8. Coordinates publications of the annual Comprehensive Annual Financial Reporting (CAFR).
9. Coordinates Annual Operating Expense Budget.
10. Supervises the production of Monthly Managers' Financial Statements.
11. Supports the CFO/COO with presentations to Board and Board Committees.
12. Tracks selected expense categories of interest to the Board of Retirement and CEO.
13. Assigns projects and evaluates subordinates performance.
14. Composes memos, letters, reports, manuals, and other documents.
15. Conducts studies and special projects.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following apply to all program areas:

- Project management methods, tools and techniques.
- Customer relationship management and internal consulting concepts and practices.
- Principles and practices of public administration, including budgeting and purchasing.
- Principles and practices of effective supervision management.
- Training principles and techniques.
- Fiscal analysis and management.
- Cost/benefit analysis
- Management information systems.
- Telephone, office, and online etiquette.
- SDCERA customer service objectives and strategies.

##### Administrative Services Option (in addition to the above):

- County policies and procedures; federal, state, and local laws and ordinances governing employment, especially civil service guidelines.
- Personnel management.
- Payroll administration.

##### Accounting Services Option (in addition to the above):

- Mathematical techniques and concepts involved in collecting, organizing, interpreting, summarizing, analyzing and graphically presenting numerical data.
- Principles and functions of administrative management as they apply to financial operations.
- Principles and practices of governmental accounting.
- Personal computer concepts, systems and terminology, including Solomon.
- Accounting principles and theories including cost accounting, pension accounting and the budget process.
- Accounting and business law terminology.

- The principles and procedures used in the preparation of financial reports in accordance with GAAP and GASB.
- Accounting procedures and transactions used in controlling and subsidiary account accruals, deferrals, bank reconciliation's, the closing process, account receivables and payables.
- Principles and practices of investment accounting.

#### Skills and Abilities to:

The following apply to all program areas:

- Exercise independent judgment and initiative.
- Compile, organize and interpret moderately complex data.
- Analyze complex problems and logically identify solutions.
- Read and comprehend moderately complex materials such as contracts, ordinances, legislation, policy and procedures, directives and manuals.
- Work cooperatively and deal tactfully with all levels of staff and management.
- Communicate clearly, concisely and effectively orally and in writing.
- Exercise independent judgment and initiative.
- Understand organizational and political implications of decisions.
- Coordinate resources and effectively supervise the activities of others.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in adverse situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Understand organizational and political implications of decisions.
- Use personal computers to prepare correspondence, reports, spreadsheets and e-mail.

#### Administrative Services Option (in addition to the above):

- Direct and coordinate a variety of service functions such as: personnel, payroll, and facilities management.

#### Accounting Services Option (in addition to the above):

- Interpret and apply legal and administrative concepts to accounting and auditing functions.
- Understand generally accepted accounting principles, governmental accounting and financial reporting standards.
- Prepare comprehensive, clear and concise accounting and fiscal reports.
- Understand computer language and accounting software packages.
- Understand and analyze complex investment instruments.
- Apply accounting procedures used in controlling account accruals, deferrals, bank reconciliations, closing processes, and account receivables and payables.

### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A bachelor's degree from an accredited college or university in business administration, public administration, or a closely related field, AND three (3) years of extensive staff or line experience in a public agency performing general administrative work in budget preparation, personnel administration, and/or fiscal management, including at least two (2) years of supervisory experience.

**Note:** Qualifying administrative/analytical experience may substitute for the education requirement on a year-for-year basis. This experience must have included responsibility for conducting analytical studies and analyses with justifications and recommendations; analyzing, writing, interpreting and implementing policies and procedures; conducting statistical analysis; and analyzing organizational and administrative operations.

### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards and writing materials.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: July 28, 2000**  
**Reviewed: Spring 2003**  
**Revised: May 24, 2004**  
**Retitle: July 22, 2005**